

# Houstonfirst

## Job Posting

<b>Position:</b>	<b>Partnership Sales Manager</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>Department:</b>	<b>Partnership Sales</b>
<b>Reports to:</b>	<b>Director, Partnership Sales</b>
<b>Reporting Location:</b>	<b>Partnership Tower</b>
<b>Workday &amp; Hours:</b>	<b>Flexible schedule - including evenings, Weekends and Holidays Monday through Friday</b>

**SUMMARY:** The Partnerships and Event Development business unit's role is to generate revenue and resources and to lead in the creation, acquisition, management and growth of tradeshow, conferences and events held annually in Houston.

The Partnership Sales Manager will be responsible for generating revenues through sales of sponsorships/partnerships across the Houston First Corp. (HFC) portfolio of properties, assets and events.

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:** (individual duties, assignments and responsibilities required of the position)

- Craft customized sales proposals and presentations that creatively and distinctly differentiate and communicate a value proposition to targeted prospects;
- Sell and market multi-layered sponsorships/partnerships across a diverse portfolio of marketable assets and events;
- Develop corporate sales revenues across HFC's portfolio of proprietary events;
- Negotiate terms of sponsorship/partnership contracts that may include (but not be limited to) exclusive service rights, media, infrastructure assets, digital platforms and promotional rights;
- Meet and exceed revenue and account goals;
- Maintain a high level of understanding of current business opportunities available through HFC owned assets and HFC's portfolio of events;
- Ensure seamless handoff and coordination of all partner activations and deliverables with Partnership Services staff;
- Effectively build contact lists and opportunities through networking and development of relationships;
- Properly and effectively use the necessary CRM software and tools provided;
- Maintain accurate, organized, detailed and up to date records, files, databases, contacts and budgets;

**SUPERVISORY RESPONSIBILITIES:** (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibilities.

**EDUCATION AND/OR EXPERIENCE:** (special training, certifications, college degree, etc.)

- Bachelor's Degree;
- Two (2) to four (4) years of sales experience;
- Sponsorship sales experience preferred;

**WORK ENVIRONMENT:** (overtime, travel, physical demands, and conditions)

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.

**MISCELLANEOUS:**

- Must pass a pre-employment drug test

**ANNUAL SALARY:** Commensurate with experience

**POSTING DATE:** February 19, 2019

**CLOSING DATE:** Until filled

**APPLICATION PROCEDURE:**

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at [hfjobapplications@houstonfirst.com](mailto:hfjobapplications@houstonfirst.com)

*The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.*